



JOB DESCRIPTION

Job Title: Quality Assurance Control

No of openings: 1

Location: Memphis, TN

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Quality Management, Business Administration or related discipline.

Training and Experience: At least three (3) years experience in a quality assurance position. Active Top Secret/SCI Security Clearance.

Desired Experience: Experience with ISO-9000 series quality management or equivalent. At least two years in automated information systems security and program security. 0 - 2 years experience in automated information systems security and program security.

General Skills: Possess excellent presentation and teambuilding skills. Possess the ability to develop a rapport with acquisition professionals. Excellent interpersonal and communication skills; detail oriented; flexible; self starter; highly disciplined.

Computer Skills: Proficient in Microsoft Word, Excel, PowerPoint and Outlook.

DUTIES AND RESPONSIBILITIES

- Ensure processes needed for the Quality Management System (QMS) are established, implemented and maintained.
- Facilitate and/or participate in performance improvement teams.
- Report to top management on the performance of the QMS and any need for improvement.
- Ensure the promotion of awareness of customer requirements throughout the organization.
- Liaise with the external assessment body on all matters related to the external accreditation process.



- Manage all facilities for corporate headquarters, including: emergency first response, vendor service calls, building security; maintenance; and repairs.
- Serve as the liaison with US government counterparts, conduct security briefings and debriefings, manage JPAS, perform security audits, and perform periodic self-inspections.
- Responsible for administering, executing, and ensuring adherence to DOD and company regulations, policies and procedures regarding the protection of DOD classified SCI, and non classified information.
- Maintain the Corporate ITAR (International Traffic in Arms Regulations) Program.
- Processes clearances, special access requests and other personnel clearance actions.
- Tracks security clearance investigations.
- Investigates security violations and prepares reports specifying preventive action to be taken.
- Additional FSO responsibilities include supporting various HR and Office Administration functions as assigned
- Participate in continuing education as directed, or as necessary to maintain required certifications.
- Perform other incidental and related duties as required and assigned.